



## Facility Reservation Form

Application Information (applicant must be at least 18 years of age)

Facility/Pavilion Requested: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
MTWTFSS

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm Estimated Attendance: \_\_\_\_\_

**Contact Information:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

### RULES & REGULATIONS GOVERNING USE OF PARKS/PAVILION FACILITIES

- 1) The permit group shall leave the facility in a clean and orderly fashion.
- 2) No equipment shall be removed from the premises.
- 3) The permit group shall agree to have at least one adult for every ten (10) minors.
- 4) The permit group shall accept full responsibility for the conduct of those in the group using the facility.
- 5) The sale of alcoholic beverages or drugs and gambling of any kind is prohibited in any and all parks, trails, and other recreational facilities.
- 6) No weapons of any kind are permitted in any and all parks, trails and other recreational facility.
- 7) Pets must be leashed and pet waste removed by owner.
- 8) No decorations shall be displayed or installed which shall damage or deface the building or grounds.
- 9) Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
- 10) Motorized vehicles shall not be driven upon any parkland except on designated roads.
- 11) A copy of this permit must be in possession of the applicant at all times during park use.
- 12) No artificially enhanced or amplified sound systems are permitted without prior approval.
- 13) No vending or sales of any kind are permitted without prior approval.
- 14) No glassware of any kind is permitted.
- 15) All park rules, regulations and ordinances of the City of Mesquite shall apply.
- 16) Any camping or sleeping overnight in City parks is prohibited.
- 17) All large items (bounce house, dunk tank, climbing wall etc. is prohibited without written permission from the Recreation & Parks Department. Note: **slip & slides are prohibited.**

### IMPORTANT: READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and his/her organization) making this application understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Mesquite. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the City of Mesquite, the Mesquite Recreation & Parks Department and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.

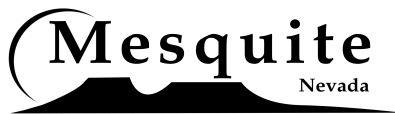
I certify that I have read and the group will abide by the rules and regulations which appear above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Method: \_\_\_\_\_ Check #: \_\_\_\_\_

Approved By: \_\_\_\_\_

(All park reservations subject to Recreation and Parks Director Approval)



## RECREATION AND PARKS DEPARTMENT

Check facility after use and report. Comments/Deposit Deductions: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Return Deposit Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

COPY TO: \_\_\_\_\_ OFFICE \_\_\_\_\_ APPLICANT \_\_\_\_\_ MAINTENANCE \_\_\_\_\_ POLICE

### **Conditions:**

1. Applicant agrees to abide by all rules and regulations of the facility.
2. \$25.00 fee for returned checks.
3. Any activities or special arrangements not specifically authorized on this application are prohibited.
4. All fees must be paid \_\_\_\_\_ days in advance of event.
5. No glass containers allowed in any park or recreation facilities.
6. Tournament schedules must be submitted 72 hours in advance of start.
7. No vehicles are allowed in any park facility.

### **OTHER REQUIREMENTS:**

**INSURANCE:** The City of Mesquite does not provide insurance coverage. Contact your local agent. Policy must state the following:

\_\_\_\_\_ This insurance policy will not be cancelled without thirty (30) days prior written notice to the City of Mesquite.

\_\_\_\_\_ The City of Mesquite is not liable for the payment of any premium or assessment on this policy.

\_\_\_\_\_ The City of Mesquite is named as additionally insured.

\_\_\_\_\_ Name and date(s) of events being covered.

\_\_\_\_\_ GENERAL LIABILITY: Policy showing limits of \$1,000,000 comprehensive general liability insurance, and \$50,000 damage to property.

\_\_\_\_\_ GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.

\_\_\_\_\_ PRODUCTS LIABILITY INSURANCE ENDORSEMENT: (Food or beverage sold or given away).

\_\_\_\_\_ Host Liquor Liability Endorsement.

\_\_\_\_\_ Liquor Liability Insurance Endorsement (Alcoholic beverage sold or given away).

OTHER: \_\_\_\_\_

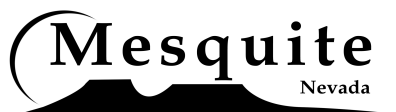
### **PERMITS AND LICENSES:**

\_\_\_\_\_ Southern Nevada Health Permit – (Food, beverage or commodity sold to the public) - [www.cchd.org](http://www.cchd.org)  
- For information, you may call the Southern Nevada Health District at: (702) 759-0620

\_\_\_\_\_ Sales Permit – (Any commodity sold to the public). Nevada Department of Taxation - [//tax.state.nv.us](http://tax.state.nv.us)  
- For information, you may call the Nevada Department of Taxation at: (702) 486-2300

\_\_\_\_\_ Liquor Licenses – Must have a liquor license issued to a business in Mesquite and obtain a Special Event permit from the City of Mesquite.

OTHER: \_\_\_\_\_



## RECREATION AND PARKS DEPARTMENT

### Park Pavilions Available for Reservation:

Veteran's North Pavilion  
Veteran's South Pavilion  
Hafen Pond Pavilion  
Hafen Tennis Court Pavilion  
Marilyn Redd Pavilion

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### Park Pavilion Daily Reservation Fees:

Park Pavilion fees are as follows:

<b><u>1-50 PEOPLE:</u></b>	\$50.00 cleaning deposit—refundable	<b>\$20.00 for 3 hours</b> (All reservations are in 3 hour blocks)
<b><u>50-100 PEOPLE:</u></b>	\$100.00 cleaning deposit—refundable	<b>\$50.00 for 3 hours</b> (All reservations are in 3 hour blocks)
<b><u>100 + PEOPLE:</u></b>	\$250.00 cleaning deposit—refundable	<b>\$20.00 per hour</b> (4 hour minimum)
<b><u>REFUND POLICY:</u></b>	Cleaning deposit will be refunded upon inspection and confirmation by the Parks Department that facility was left in a clean and orderly fashion.	
<b><u>NO REFUNDS:</u></b>	When canceled less than 24 hours from time of reservation. If unable to use park due to inclement weather, you will be allowed to reschedule at no extra charge.	

There is a **\$15.00 processing fee** to change date, time, location, or refund request.

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### Facility & Equipment Rental Fees:

#### **THE DEUCE**

Suite 1*	seats 50 comfortably	\$30.00 per hour (tables and chairs included)*
Suite 7	seats 30 comfortably	\$30.00 per hour (tables and chairs included)
Suite 9	seats 30 comfortably	\$30.00 per hour (tables and chairs included)

\*Suite 1 is primarily for use by government agencies and subject to a reduction / waiver of fees depending upon availability.

Recreation Center Gymnasium	\$45.00 per hour; per gym (2 available)
Recreation Center Indoor Pool	\$50.00 per hour / call for available times
Recreation Center Outdoor Pool	\$80.00 per hour/no slide / <b>available May-Sept.</b> \$110.00 per hour/with slide <b>Please call for available pool times</b>

Mobile Stage	\$400.00 per event
PA system	\$200.00 per event day / delivered, set up & taken down by staff
Table & Chairs Trailer (12 tables/200 chairs)	\$200.00 per event / delivered only <b>*must be stacked back on trailer ready for pick-up</b>

After hours supervisor (After 9pm)	\$50.00 per hour
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